

**CITY OF NORFOLK**  
**DEPARTMENT OF UTILITIES**

**REQUEST FOR PROPOSAL  
NOTICE**

**ANNUAL CONSULTANT AGREEMENT 2011 - A**

The City of Norfolk will receive proposals relative to the provision of engineering services in connection with the Annual Consultant Agreement 2011.

Proposals will be accepted in the Director's Office, Department of Utilities, 400 Granby Street, 2nd Floor, Norfolk, Virginia, 23510, until 3:00 PM, Thursday, September 30, 2010.

Firms desiring to be considered for this work must submit seven (7) copies of their proposal showing evidence of their qualifications and experience to perform the required services.

It is the policy of the City of Norfolk to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the City's procurement activities. Toward that end, the City encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Bidders (offerors) are asked, as part of their submission, to describe any planned use of such businesses in fulfilling this contract.

The Request for Proposal must be obtained from the Director's Office, Department of Utilities, 400 Granby Street, 2<sup>nd</sup> Floor, Norfolk, Virginia 23510 in order to submit a proposal. Should any addenda be necessary, copies will be sent only to those who are on the RFP Proposal list. Interested firms must contact Tonia Woodley at 757-664-6767 or e-mail at [tonia.woodley@norfolk.gov](mailto:tonia.woodley@norfolk.gov) to receive an electronic copy of the entire Request For Proposal. The Request for Proposal notice only is on the City of Norfolk's web site [http://www.norfolk.gov/Utilities/engineer/rfps\\_and\\_bids.asp](http://www.norfolk.gov/Utilities/engineer/rfps_and_bids.asp), or <http://www.norfolk.gov/Purchasing/bids.asp> for viewing purposes. For further information contact Mr. Chad Edralin, P.E., at 757-664-6736.

Kenneth R. Turner, P.E.  
Engineering Manager

September 5, 2010

Re: Request for Proposal (RFP), Professional Engineering Services - **Annual Consulting Agreement 2011**

Ladies and Gentlemen:

The Department of Utilities has been authorized to seek a qualified consultant to provide certain professional services for the above referenced project. The Department of Utilities will select one consultant for this RFP. A project description is attached.

Proposals shall include statements of interest, ability to complete the work within the required time, experience, and qualifications. All qualified firms are invited to submit proposals; seven (7) copies are required. The completed proposal shall not contain more than twenty-five (25) pages. Each proposal must be bound; printing on both sides of a sheet counts as two pages, but is acceptable, and if tabs or dividers have text (other than the label), they count as a page.

Specific items to be addressed are listed below:

Section I: Firm Experience Record.

- A. The number of years in private practice, descriptions of areas of general and specific expertise, and minority status.
- B. A list of similar completed projects, maximum of five (5), providing for each:
  - 1. Location and description.
  - 2. References.
  - 3. Project team involved with specific responsibilities.
- C. A listing of project workload and duration for each of the proposed project team members.

Section II: Proposed Project Team.

- A. A project organization chart, indicating employee assignments and responsibilities.
- B. Resumes for each professional level of employee, including:
  - 1. Project responsibilities.
  - 2. Education.
  - 3. Background experience.

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- C. A list of secondary consultants, if any, with similar detailed information listed in paragraph A. above, including minority status.
- D. A description of the plan to involve MBE/WBE firms, including previous teaming experience.
- E. Computer Aided Design (CAD) capabilities and a statement of proposed uses on this project:
  - a. Topographic data in Virginia State south plane coordinates, NADA 83, units-feet.
  - b. All drawings must be in the Department of Utilities current version of AutoCAD Release 2010 (.dwg Format) or, current version used by the City.

Section III: Project Management Approach.

- A. A detailed narrative statement on your perception of the project requirements and any unique features which you believe makes you the most qualified firm.
- B. State when your firm can begin services.

You are requested to respond to this inquiry by 3:00 PM, September 30, 2010. Individual interviews will be scheduled with those selected qualified firms responding to this Request for Proposal. A panel of departmental personnel will conduct interviews.

Only questions having a significant impact on your proposal should be directed to Mr. Chad Edralin, P.E. at (757) 664-6736.

Your participation in this selection process is appreciated.

Sincerely,

Kenneth R. Turner, P.E.  
Engineering Manager  
Department of Utilities

Attachments

## **PROJECT DESCRIPTION**

<b>PROJECT:</b>	<b>ANNUAL CONSULTING AGREEMENT</b>
<b>PROJECT LOCATION:</b>	Various locations in the Tidewater area.
<b>SCOPE OF SERVICES:</b>	Provide professional engineering services to analyze, review, design, and make recommendations for various municipal utility projects on an as-order basis. Examples of such work tasks envisioned include evaluation and design of sanitary sewer pump stations, sanitary sewer collection systems, water distribution systems, water storage tanks and booster pump stations, Geographic Information Systems (GIS) utilization, raw water systems, City-owned lakes, site plan reviews, plan quantity checking, HVAC/mechanical/electrical design, surveying services, construction inspection and construction management services, supplementing office personnel, economic analysis, miscellaneous design, and other tasks as assigned.
<b>ANTICIPATED PROCEDURE:</b>	From time to time during the contract period, the City will issue requests for services which will state generally what work is to be performed. The consultant shall then provide the City a detailed confirmation which shall include: a description of each service to be performed; the cost for each service with unit prices, if appropriate; a projected maximum cost for all services to be provided; the work schedule. The City will reply to an acceptable confirmation with an order to proceed.
<b>AGREEMENT TIME:</b>	The City intends to enter a one-year agreement with an option to extend the agreement by 2 one-year periods at the City's option.
<b>AGREEMENT AMOUNT:</b>	\$25,000.00/year